



Smiths Wood

PARISH COUNCIL

Minutes of the Finance and General Purpose Meeting

22nd April 2025

on Monday 14th April 2025 at 5.30pm

Medium activity roommate Elmwood Place Family hub

Committee Members: Chairman Cllr K S Paul, Cllr S Bray, Cllr W Bray, Cllr D Ramsey, Cllr M Rashid, Cllr M Caddick, Cllr S Nasreisfahany, Cllr E Grayson, Cllr J Morton
Delegated Member: Cllr L Browning

In Attendance: 2 Members of the public

S. Harvey
Clerk to Smiths Wood Parish Council

Minutes

1.	Welcome and Housekeeping.	Actions
1.1.	General housekeeping & reminder to turn off/silence mobile phone	
2.	To receive and approve apologies Resolved: No apologies received Cllr M Caddick, Cllr M Rash	
3.	To receive members' declarations of disclosable (pecuniary and other) interests. None	
4.	To receive and consider member's dispensation requests, if any. None	
5.	To approve the minutes of the last meeting held 10th March 2025	
5.1.	Resolved: That the minutes from 10 th March 2025 were accepted and signed as a true record.	
6.	Public Participation. To adjourn to allow public participation for 15 minutes. Members of the Public are invited to speak in Public forum for a maximum of 5 minutes on any subject covered by the agenda and should give their name and subject to the Clerk before the meeting commences. Councillors will not comment on agenda items in the Public forum any items brought to Council not on the agenda may be considered for future meetings on written application to the Clerk or Chairman. Total time allocated to Public forum will not exceed 15 minutes in accordance with Standing Orders).	

Chair Initials WEB.

	Members of the public are welcome to stay for some or all of the meeting. Members of the public may not take part in the Full Council Meeting.	
7.	Finance.	
7.1.	Finance Report and Reconciliation Resolved: These payments were accepted Committee members were reminded that any finance questions can be raised (via email) outside of the meeting. Reports 7.1 were shared	
7.2.	Finance timelines for Internal Audit and External Audit. Noted: The accounts are to be up to date for submission to the internal auditor. The AGAR and the external auditor's report are to be signed and dispatched before the deadline of 30th June.	
7.3.	Expenses for approval – Gym extractor fan Approved: To supply and fit new extractor fan in changing room	
7.4.	Employers Liability insurance renewal. Resolved: The renewal date is set for 27th May, with a total premium, including tax, of £2,538.48	
7.5.	Bleed Kit at Burton's Way Medical Centre – this is for full council to consider Resolved: To be added to the Parish council asset list	
8.	Date of the next meeting 2 nd June 2025 at 5.30pm	
9.	Meeting closed at 5.45pm	

Signed (Chair) Cllr Wendy E Bray

Chair Initials WEB